

California State Library
Library Services and Technology Act

Final Narrative Report
LSTA Form 9

DATE: 7/20/09

This report is due thirty (30) days after the completion date of the grant period, on July 31. Note that failure to submit this report within the timelines of the grant program could jeopardize receipt of the final 10% grant payment. Mail a total of **THREE** copies of the report, one with original signature. Send to:

California State Library
Budget Office - LSTA
P.O. Box 942837
Sacramento, CA 94237-0001

Date 7/20/09

1. Grant Award ID # 40-7006

2. Project Title Local History Digital Resources Project

3. FY 2008/2009

4. Total project period July 1, 2008-June 30, 2009

5. Grantee Mills College, F.W. Olin Library

6. Address 5000 MacArthur Blvd., Oakland, CA 94613

7. Contact Janice Braun 8. Telephone/E-mail 510-430-2047/jbraun@mills.edu

9. Needs.

None of the images in the Mills College Archive had been digitized in a systematic manner. The LHDRP allowed us to create guidelines and a framework to select, organize, and access digital versions of historical photographs. The availability of the 200 scans on the OAC will make them available to a global audience. It will also raise awareness of the collection as a whole for researchers and historians doing work on a wide variety of topics including women's studies, local and regional history, architecture and landscape architecture, education, nineteenth century studies, and women's athletics.

Applicant Jurisdiction: Mills College, F.W. Olin Library

Project Title: Local History Digital Resources Project

10. Project abstract.

The purpose of the project was to select, digitize, create metadata, and provide electronic access to 200 historical photographs and postcards from the Mills College Archive. The photographs and postcards are from a collection of approximately 14,000 images dating from the 1870s to the present. The Mills College Archive documents the history of the College since its founding in 1852. The Archive contains a variety of materials that reflect the operation and campus life of the College.

The photographs selected were representative of the history of the institution and portray people, buildings, and campus life from the 1860s to 1922. Copyright for each image was reviewed. Each image was determined to be either in the public domain or was given a status of unknown copyright but at a low risk for infringement. Selection criteria were discussed with a committee of library staff members and faculty. The images are representative of the activities and history of the college with an emphasis on distinctive buildings (both interiors and exteriors); student activities such as athletics, theatrical performances, and classes; and portraits and group shots including students, faculty, and college administrators.

The photographs were shipped to the scanning vendor, Northern Micrographics, according to the project schedule. The digital images were reviewed after scanning for any problems. The Special Collections Librarian attended all project trainings, meetings, and conference calls. This included training related to copyright, preparing images for scanning, and composing metadata. There was also a workshop concerning the implementation and use of ContentDM which allowed for the creation of metadata, storage, and access for the 200 images. A template was created and used for the XML/EAD collection description.

The grant funds were spent on the creation of an in-house digitization work station with a flatbed scanner, a computer, and an external hard drive with a terabyte storage capacity, as well as a storage cabinet for historical photographs, and archival storage supplies such as mylar sleeves.

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11. Project accomplishments.

The goals of the project were met on schedule and on budget. The project resulted in an accessible set of 200 digital images that depict historical subjects of importance to Mills College and California history. Electronic access on the Online Archive of California and Calisphere will help to disseminate these images while preserving the originals. The inclusion of metadata with subject headings allows each image to be fully searchable. Although many of the images are by well-known photographers such as Eadweard Muybridge there are a number by anonymous or unfamiliar photographers that contain important and noteworthy information. These images will be a valuable resource for students and researchers in many fields of study.

An in-house workstation has been established and will be used to continue digitization efforts. The knowledge and experience gained through the LHDRP-provided training will be of great use going forward.

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12. Subjective evaluation.

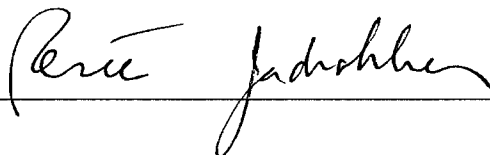
The LHDRP has a structure that provides all the tools necessary for an organization to succeed in the project. The training, documentation, software, and support made it possible to stay on schedule and fulfill the project objectives. This was an ideal situation for our relatively small library to begin digitization efforts in an organized way that will allow us to continue within this effective framework. Staff members of all the participating agencies were immensely helpful as well as exceedingly cordial. It was also instructive to work alongside other institutions that were involved with comparable projects on a similar scale.

13. Project continuation.

The project will be continued in-house by means of the workstation that was established using grant funds. ContentDM will be accessed via the Library's OCLC FirstSearch subscription. More training will be sought as needed and available. There are plans to continue the digitization effort on a project level basis, i.e., groups of images and other materials will be identified and digitized on a systematic basis. The Library already scans materials for patrons as requested—these will now be done to specifications that are appropriate for inclusion in a resource such as the Online Archive of California including the creation of metadata for each image. The work will be done by existing staff including student workers.

Local access strategies (links, pages, etc.) are being investigated with the Library's Systems Administrator and will be implemented in a timely fashion. The completed grant project will be demonstrated to community members and other interested parties and publicized in various ways (e.g., student, staff, and faculty news groups).

14. Signature/Date



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